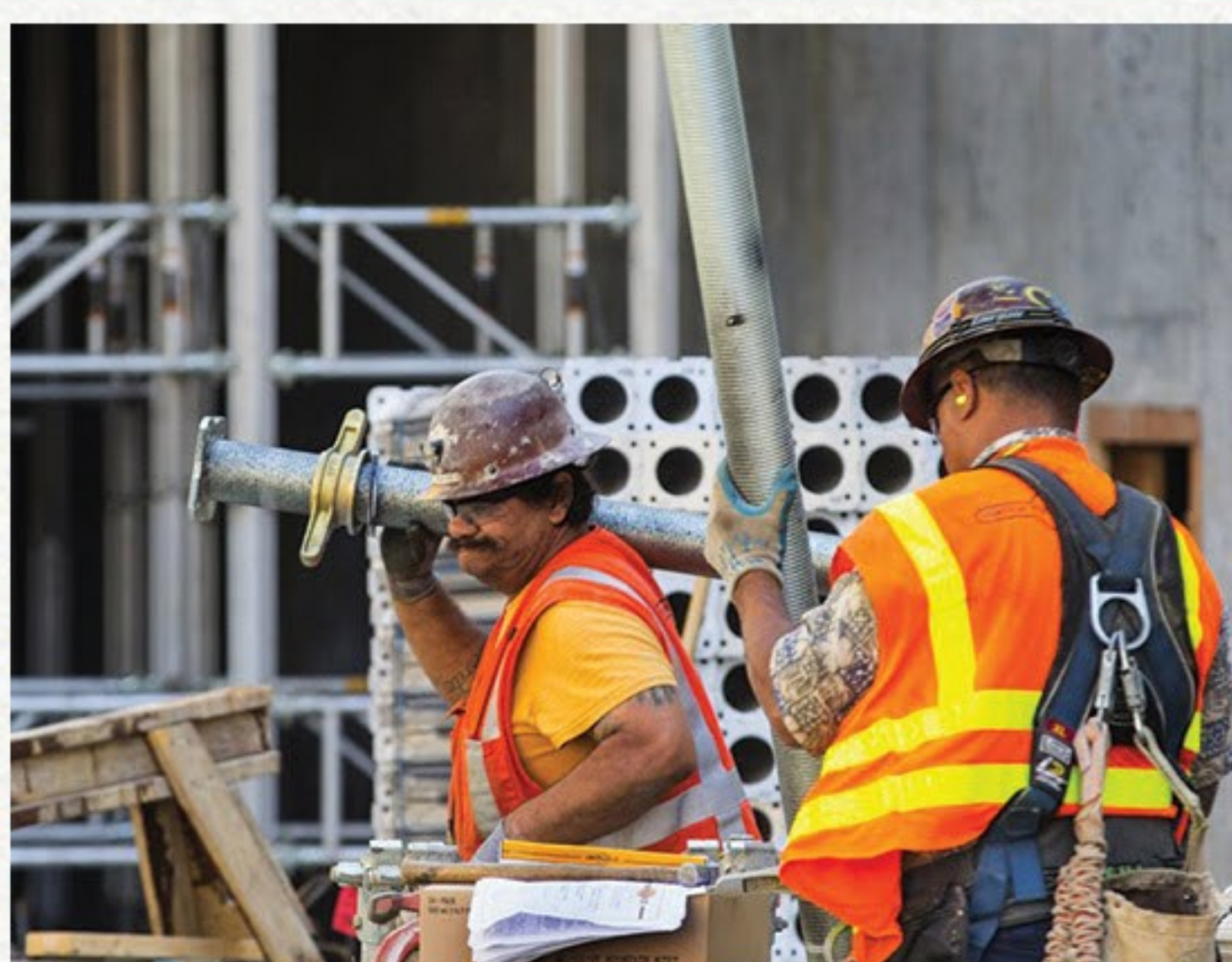




Online Test Preparation
Bonding
Insurance

Corporation
Resident Agent



American Contractors Institute Inc
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Las Vegas, NV 89119

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Fax: (702) 360-2001

www.AmericanContractorsInstitute.com

- ✓ Licensed by Nevada Division of Insurance
- ✓ Licensed by Nevada by Commission of Postsecondary Education

MEET OUR TEAM

Lauri A. Clerico

President, Insurance and Bonding Agent, Academic Director

Lauri has been assisting contractors with the licensing process in Nevada and California since 2001 and prior to that she worked in the construction industry for local construction companies. She and her staff take pride in helping those looking to start their own business, and more importantly, helping them grow their businesses. She has been researching and writing exams for the Nevada tests since 2001, using the feedback and working with students to ensure the testing materials are up to date. In 2009 she launched the only locally based online testing facility. Additionally, Lauri has been a licensed insurance and bonding agent in Nevada since 2001, and is also licensed in California and Arizona.

Jordyn J. Hanson

Office Manager, Insurance and Bonding Agent

Jordyn joined American Contractors Institute in 2011 and is a valuable asset to the company. She is a licensed insurance and bonding agent specializing in commercial surety bonds, consumer protection and other miscellaneous bonds. Jordyn has assisted hundreds of our clients throughout the licensing process, from setting up their corporations, LLC’s and sole proprietorship filings to completing their application and bonding. Jordyn takes pride in her work, but more importantly, she prides herself in taking care of our clients.

Yvette Hartmann

Office Assistant, Front Desk, Customer Service

Faith Rivera

CSR, Contract Bonding & Insurance

Kristen Beaudoin

Research, Test Development and Student Support

SERVICES PROVIDED

Services Provided	New licenses, Broadening, Change of Qualifier, Change of Officer, Name Change, Limit Increases, Conversion of Entity
Bonding: Nevada,	Commercial Surety, Consumer Protection, Contract Surety, License, Notary, Payment & Performance, Union Wage & Welfare and Sales Tax Bonds
Business Structuring	Corporations, LLC, Sole Proprietorship, Partnerships
Business Licensing	State, County, City, Municipalities
Business Application & Registration Assistance	Employee Identification Number (EIN) registration & NV State Sales Tax registration
Exam Test Prep	Nevada and California
Insurance	General Liability, Worker’s Compensation, Commercial Auto, Inland Marine, Equipment
License Hangs	For in state and out of state companies
Resident Agent	For in state and out of state companies



ENROLLMENT REQUIREMENTS

The State requires students to possess a minimum of four (4) years of full-time experience in their respective trade. Qualifiers need to be able to read and write in English in order to sit for the exam(s). Additionally, exam questions are accessed through our online test generator, so internet access is required.

COURSE DESCRIPTIONS

Students receive test taking tips and practice examinations that simulate the testing environment the student will experience at the state’s testing facility. All courses are available online and individual assistance is available if needed.

The Nevada Construction Management Survey course includes Nevada contractor license law, state regulations, safety, scheduling, estimating, project management, lien laws, insurance and bonding requirements.

The Nevada trade courses include: General Engineering, General Building, Electrical, Paving, Carpentry, Painting, Roofing and Siding, Plumbing and Heating, Concrete, Landscaping, Masonry, Refrigeration & HVAC, Lathing and Plastering, Sheet Metal, Signs, Steel Reinforcing and Erecting, Industrial Piping, Tile, Sewerage Drains and Pipes, Lines to transmit Electricity and Commercial and Residential Pools. Pm.



HOURS OF OPERATION

All classes have open enrollment and require a minimum of 24 hours for the management course and 30-60 hours for the trade courses. Online study is available 24 hours a day, 7 days a week. Our office is open Monday thru Friday from 8:00 am to 5:00 pm. The office is closed on weekends and legal holidays.

CONTRACTOR COURSE REFUND POLICY

In accordance with the NRS 394.449, if American Contractors Institute, Inc. (ACI) substantially fails to provide instruction or services agreed upon in the enrollment agreement, ACI shall refund the student the enrollment fee. If a student cancels their enrollment before they start reviewing the test materials, ACI may charge the student a registration fee of not more than 10 percent of the tuition agreed upon in the enrollment agreement or \$100, whichever is less. If a student withdraws after the start of the program and before completion of more than 60 percent of the program, the institute may charge the student: (1) A registration fee of not more than 10 percent of the tuition agreed upon in the enrollment agreement, or \$100, whichever is less. (2) A pro rata amount of the tuition agreed upon in the enrollment agreement determined by the percentage of the student’s login and study records. If a student withdraws after completion of more than 60 percent of the program, ACI may charge the student the entire cost of the tuition agreed upon at sign up, which includes the cost of the application assistance.

Students login and out of the test generator so that ACI can keep track of time spent studying. Notice of withdrawal maybe by email or in person, effective upon receipt. Denial of refund may be reported to the Commission of Postsecondary Education for final determination. The enrollment contract expires 6 months after the date of enrollment.



STUDENT POLICY

American Contractors Institute does not imply or promise any guarantee regarding employment. Students receive no credit for previous education or continuing education and receive no grades. Students will receive individual assistance and will not be dismissed for unsatisfactory attendance or progress.



COURSE TUITION

Tuition for the NV law is \$400.00 and includes the Construction Management Survey reference manual that the test is based on. Trades are \$450.00 per trade and reference material is available to be purchased through our website or may be checked out from our facility for review.

Enrollment for the law and trade combined is \$800.00. All enrollments include application assistance and unlimited review of the exam questions. Students are welcome to email, call or stop by the office to review any material they are having difficulty with or to get assistance with navigating the code books. Additionally, codes books may be checked out on the day of testing to assist with the exams.

